



# COURT SERVICES & OFFENDER SUPERVISION AGENCY

## VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NO.:** OHR-06-044 (EH) (DEU)

**JOB TITLE:** Human Resources Assistant (OA), GS-203-5/6

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 3/30/2006

**CLOSING DATE:** 4/05/2006 Applications must be received by 5:00 p.m. EDT

**PROMOTION POTENTIAL:** GS-8

**STARTING SALARY:** GS-5, \$29,604 pa; GS-6, \$33,000 pa

**Human Resources Assistant (OA), GS-203 5/6, (one position), Court Services & Offender Supervision Agency (CSOSA), Office of Human Resources, Washington, DC.**

**THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.**

**DUTIES:** The incumbent serves as Human Resources Assistant and performs a variety of administrative and technical duties to support the Office of Human Resources (OHR). Processes a variety of personnel actions in the National Finance Center's (NFC) operating system by completing all supporting documents that cover salary, appointing authority and remarks. Incumbent bi-weekly prints and distributes Notifications of Personnel Action, Notifications of Within-Grade-Increase, and Notifications of Probationary Period. Schedules promotion panels and arranges for clearances and other pre-employment requirements prior to employees entering on duty. Provides proper information to callers with regard to employment verification. Prepares pre-appointments information packets for newly hired employees. Responds to information requests on topics related to the human resources services. Coordinates and facilitates the processing of administrative documents, reports, requests and instructions.

**QUALIFICATIONS:** Applicants for the GS-5 must have 1 year of specialized experience equivalent to the GS-4 level. Applicants for the GS-6 must have 1 year of specialized experience equivalent to the GS-5 level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **Specialized experience at the GS-5 level** is experience reviewing and entering data into a database used for storing such data, typing letters and forms, and maintaining official personnel folders. **Specialized experience at the GS-6 level** is experience assisting higher-level Human Resources Assistants with coding and keying a variety of personnel actions into the NFC system, and providing routine information to the public and employees.

**Applicants must be qualified typists with a typing speed of 40 or more words per minute. You must provide certification of typing speed when you submit your application. This certification may be in the form of a signed and dated document stating our typing ability.**

**EVALUATION METHODS:** Your application will be evaluated according to the extent and quality of experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST, ON A SEPARATE SHEET OF PAPER, ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. General knowledge of the National Finance Center personnel/payroll systems and their use.
2. Skill in using Microsoft Word, Excel, and Power Point.
3. Ability to communicate effectively.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience as it relates to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** Interested applicants may submit a resume, the Optional Application for Federal Employment (OF 612) or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF 612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478)744-2299.

**Veterans:** Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with an SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the

ICTAP must be well-qualified for the position. To be well-qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligible must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

**Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Etheleen Harris on (202) 220-5606 or TTY (202) 220-5474. Applications must be *received* by 5:00 p.m. EDT on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**Agency Background Information:** The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

**U.S. Citizenship:** Applicants must be U.S. citizens or nationals.

**Selective Service Registration:** As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

**Relocation Expenses:** Relocation expenses are not authorized.

**Probationary Period:** Initial appointment will require completion of a one-year probationary period.

**Security Check:** A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

**Drug Testing:** Appointment may be subject to random drug testing after selection.

**Direct Deposit:** All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism .

***CSOSA is an Equal Opportunity Employer.***